



INDIANA STATE POLICE LABORATORY DIVISION

PHYSICAL EVIDENCE BULLETIN

SUBMISSION OF DOCUMENTARY EVIDENCE

TABLE OF CONTENTS

I.	Introduction	Page 1
II.	Types of Examinations	Page 2
III.	Examination of Copies	Page 5
IV.	Robbery Note Reference Collection	Page 5
V.	Evidence Preservation, Handling, and Packaging	Page 5
VI.	Evidence Submission	Page 6
VII.	Electronic Submission of Evidence	Page 7
VIII.	Multidiscipline Examinations	Page 8
IX.	Obtaining Known Writing	Page 9
X.	Disguise: Detection and Prevention	Page 11
XI.	Contact Information	Page 12
	Handwriting Exemplar Forms	Attachment

I. INTRODUCTION

The Indiana State Police (ISP) Forensic Document Unit (FDU) is located at the Indianapolis Regional Laboratory (IRL). The FDU accepts documentary evidence for examination from criminal justice agencies pursuant to a criminal investigation. Non-criminal matters involving governmental entities may be accepted with written approval from the Superintendent of the Indiana State Police. Generally, cases from agencies with comparable laboratory services will not be accepted.

All customers are encouraged to call the FDU with questions. It is always best practice to contact the FDU with questions prior to submission, especially if there are questions regarding collection of handwriting exemplars, packaging, and submission. Customers can also make an appointment with a member of the FDU to discuss a case prior to submission. This is strongly recommended for complex or large volume cases.

The FDU must be informed as soon as possible if a case is an immediate public safety threat or if a court date has been assigned. The FDU needs a minimum of a 30 day notice to work cases with court dates; more time may be needed depending on the volume of the case.

Physical evidence submitted to the FDU for examination as well as repackaged subitems or items created within the laboratory will be returned to the customer after analysis has been completed. When documentary evidence is submitted electronically, there is no evidence to be returned. Images of physical evidence and images of evidence submitted electronically shall be retained by the FDU. Deviations will be listed in the Certificate of Analysis.

II. TYPES OF EXAMINATIONS

The FDU provides an extensive range of examinations and comparisons in order to answer questions about the authorship, authenticity, and background of documentary evidence.

Standards for forensic examinations are samples whose origin is known, or authenticated, which are collected for comparison in a case. In document examinations, standards can be collected from individuals of interest in handwriting cases. There are two types of standards (known writing) that should be collected from an individual: non-request known writing and request known writing. Standards can also be collected from office equipment, such as photocopiers, fax machines, printers, and stamps.

A. HANDWRITING, HAND PRINTING AND SIGNATURES

Questioned handwriting (cursive), hand printing, and signatures are compared to known writing to determine whether or not an individual was the writer.

The Certificate of Analysis will include one of nine opinions and its corresponding definition.

Definitive opinions include identification or elimination of the writer. These opinions are reached when there is a sufficient quantity and quality of both questioned and known writing.

RANGE OF HANDWRITING OPINIONS



However if limitations exist in an examination, a qualified opinion is appropriate. Qualified opinions include highly probable, probable, or indications the individual was/was not the writer, as well as the individual could not be identified to nor eliminated from being the writer. Limitations may include: the submission of non-original documents; insufficient quantity of writing to demonstrate the natural variation of a writer; limited individualizing characteristics; evidence of unnatural writing; incomparable writing styles; lack of sufficient repetitions or absent characteristics; or non-contemporaneous writing.

Generally, limitations in examinations may be avoided with the submission of the original evidence and the collection of sufficient known writing from the individuals involved in a case.

The opinion “no conclusion” is rendered when there are significant limitations present that prevent analysis.

B. INDENTED IMPRESSIONS

Indented impressions, generally, are impressions left on a document which has been in contact with another document during the writing process, such as when writing in a checkbook, notebook, or on stacks of paper. Indented impressions may be visualized with side lighting or developed by using an electrostatic detection device (EDD).

The process of using the EDD to develop indented impressions results in the production of an EDD lift, which preserves the indented impressions. If legible indented impressions develop on the lifts, a decipherment will be included in the Certificate of Analysis. The EDD lifts are returned to the customer as an item of evidence.

Case examples: Probative indented impressions might include impressions of the writing from a robbery note left at the bank developing on a notebook recovered from the suspect’s car or impressions of a name and phone number on an anonymous note.

C. PHYSICAL MATCH

Physical match examinations can be performed to determine if torn, cut, or shredded documents were at one time physically connected to form a larger piece of paper. Physical match examinations of materials other than paper (such as tape, glass, headlights, and paint) should be submitted to the ISP Microanalysis Unit.

Case examples: This type of examination may associate a threatening letter to the stub left behind in the notebook at a residence or associate the postage stamps on the envelope used to mail anonymous letters back to the postage stamp booklet recovered in the investigation.

D. INKS AND WRITING INSTRUMENTS

Inks can be examined to classify the type of writing instrument used and determine if multiple writing instruments were used to produce the writing on the same document. Additionally, entries that have been obliterated or are not decipherable because of fading, burning, liquid exposure, overwriting, correction liquid/tape, erasure, or other means can often be recovered and deciphered.

Case examples: This type of examination may be relevant if an original check, receipt, or log is suspected of being altered or an insertion may have occurred with a similar colored ink pen.

E. PRINTING PROCESSES: SOURCE, AUTHENTIC OR COUNTERFEIT

Printed documents can be produced by many different types of devices including ink jet, toner, laser, dot-matrix, fax machine, multi-function machines, typewriters, or produced commercially.

In these examinations, it may be possible to classify the type of printing process/device used, which might aid in the search for a source and/or associate these documents back to a printing device or other documents produced from the same source. This association can be made if there are enough identifying features on the questioned and known documents/device and the known documents were collected contemporaneously. In these cases, the printing device should be collected and submitted for comparison purposes.

When collecting evidence regarding typewritten documents, it is important to know that the machine, typing element, ribbon, and/or correction ribbon can all be important. Therefore, the typewriter and all of the materials associated with it should be collected from the scene.

Case example: The comparison of questioned financial, identification, or other authorized documents to genuinely produced documents from the issuing authority can be conducted to determine authenticity. Additionally, printing process defects within a form or envelope may be associated to a batch of forms or envelopes which were produced at the same time (source).

F. ALTERATIONS

An alteration to a document may be the addition, deletion, or substitution of writing, printing, and/or pages. The evidence of alterations could occur throughout a document so the examination is multi-faceted, possibly including a detailed examination of the printing process, typography, staple holes, paper, and/or indented impressions.

G. CHARRED AND LIQUID-SOAKED DOCUMENTS

Documents that have been blackened by fire or faded through exposure to liquid or chemicals can be preserved from further degradation and an attempt can be made to decipher any written or printed material that was originally on the documents.

H. MECHANICAL IMPRESSIONS

Impressions left on documents from checkwriters, dry seals (notary seals), or rubber stamps can be examined to determine whether or not the impressions are from a common source, genuine, or created by a purported device.

I. SEQUENCING AND DATING

Determining how and when a document was produced could corroborate or refute the story of events presented in a case. Watermarks could help determine the production date and/or manufacturer of the paper. Printing processes, fonts, or typestyles may be classified and researched to determine when they were first commercially available. Inks, printed material, and folds may be examined microscopically to determine the sequence of preparation.

J. EXAMINATIONS NOT CONDUCTED

The FDU does not conduct chemical examinations of inks, printed material, or paper. The FDU may be able to assist the customer in locating a laboratory that conducts these destructive examinations, when appropriate. The FDU also does not examine United States

currency. Currency examinations should be sent to the United States Secret Service Laboratory through a local field office.

III. EXAMINATION OF COPIES

The submission of original documentary evidence is preferable over the submission of copies. The customer should make every effort to locate the original evidence.

However, the inability to obtain original evidence should not prevent the submission of copies for examination. The FDU will examine the best evidence available. A first generation copy or an original scan (whichever was collected) is the best evidence when the original is not available. It should be noted that certain examinations can only be conducted with original documents, such as indented impression, ink, and printing process examinations.

IV. ROBBERY NOTE REFERENCE COLLECTION

The FDU robbery note reference collection contains images of robbery notes encountered in casework. The Indianapolis – Marion County Forensic Services Agency (IMCFSA) and the Federal Bureau of Investigation (FBI) also maintain robbery note reference collections. With permission from the customer, a submitted robbery note is compared to the FDU, IMCFSA, and the FBI collections to see if they contain any similar notes. Associations have been made linking robbery notes from different cases to each other and/or to a suspect.

All robbery notes should be submitted to the FDU whether they are from a robbery of a bank, pharmacy, or any other type of establishment to be added to the collection. Even without a suspect, various examinations can be conducted on the note which may provide an investigative lead. An example of this is a phone number developing as indented writing impressions on the note. If a suspect develops at a later date, a handwriting examination may also be conducted with the submission of comparable known writing from the individual of interest.

Furthermore, robbery notes should be submitted even when a conviction has occurred, as it may be possible to link the solved robbery with an unsolved case.

A digital image of a robbery note may be submitted electronically using the protocols describe in Section VII of this Physical Evidence Bulletin to be added to the robbery note reference collection if no other examinations are needed or the case has been adjudicated.

V. EVIDENCE PRESERVATION, HANDLING, AND PACKAGING

Every effort should be made to preserve documentary evidence in the same condition as it was collected. It is also strongly advised to treat all questioned documents as though they were being protected for future latent print and DNA processing.

The evidence shall not be folded, torn, stamped, hole-punched, stapled, marked or touched unnecessarily, and protected from the addition of indented impressions. Furthermore, no additional writing should be added to the evidence, such as highlighting, circling, or underlining the questioned entries. If making a copy of the evidence for record keeping purposes, the documents should not be fed through the automatic document feeder on a photocopier. The

automatic document feeder may tear the documents and add indented impressions. Copies should be made using the glass platen.

Evidence containers should be marked for identification before the documentary evidence is placed inside to avoid the addition of indented impressions. Documentary evidence should be placed in paper envelopes, paper bags, or cardboard boxes. Documentary evidence should not be packaged in plastic. The seals should be initialed with a felt tip marker, not a regular pen. At no time should documentary evidence be beneath something on which writing can occur, such as on a desk or attached to a clipboard at a scene. This will add indented impressions to the documents. Evidence that is produced from a typewriter or is a copy, such as photocopy, fax, or photograph, shall not be submitted in a plastic bag. The printed areas may adhere to the plastic surface of the bag, degrading the microscopic detail of the printed material.

Documentary evidence should be packaged in a size appropriate container, such as is a paper envelope larger than the document itself. Documents that have been folded or crammed into an envelope may be cut or torn when the container is reopened. Therefore, a standard 8 1/2" x 11" document should be packaged in a 9" x 12" or 10" x 13" paper envelope.

Biological hazard sticker should be affixed to the evidence container of documents that are believed to contain biological material. If the evidence is damp or wet, it should be dried before packaging.

Each questioned item of evidence must be packaged individually in separate envelopes. Known writing from one individual should be packaged in two envelopes: one containing request, known writing, and one containing non-request known writing. All of the known standards collected from one device can be packaged in one envelope. **Questioned and known items should NOT be packaged in the same evidence container. Known writing from different individuals should NOT be packaged in the same evidence container.**

If the questioned document is a non-removable surface, such as a door or wall, images can be taken of the writing and these images submitted for examination. Images should be captured perpendicular to the writing and with a scale, if possible. Overall, midrange, and close up images should be captured. Overall images should include the entire entry. Mid-range images should include a few words, and close up images should consist of a word or a few letters. The images should be reviewed prior to the questioned entry being painted over or removed from the surface. The actual images can be burned onto a disc and the disc submitted as the item of evidence.

When unusual circumstances are encountered, such as charred documents, water/liquid soaked documents, or large volume cases, contact the FDU for assistance.

VI. EVIDENCE SUBMISSION

Documentary evidence is accepted in person at the four ISP Regional Laboratories. ISP personnel may submit evidence at their local districts. The evidence is then transported to the IRL for examination and then back to the laboratory or district in which the submission occurred.

The Request for Laboratory Examination Form is found on the ISP Laboratory website (<http://www.in.gov/isp/labs/2332.htm>) and should include:

1. Investigator contact information, including phone number, email address, as well as pending court dates.
2. The item descriptions should state if the documents are original or copies and which items are in question or are known materials. Do not use terms such as “forged”, “counterfeit”, etc. in the item descriptions.
3. Select the “Document” box for each item of documentary evidence. The “Additional Information for Questioned Document Examination” section should then be completed.
4. For each individual, check the box for permission to obtain additional known writing from the Indiana Bureau of Motor Vehicle (BMV) and provide the required identifying information for each individual including full name, last known address, date of birth, and social security number or driver’s license number. The FDU will then obtain the additional known writing from the BMV.
5. For the questioned items, select the type of document examination(s) being requested.
6. Check the “permission to alter” box and fill in the “Name of Authorizing Individual” box for envelopes, notebooks, notepads, or journals. These items may need to be cut open or disassemble for examination purposes.
7. For robbery notes, check the “Robbery Note” and the “Permission to Disseminate” boxes. Also fill in the “Name of Authorizing Individual” box. By doing this, permission is given to add images of the note to the ISP FDU robbery note reference collection and to disseminate images to IMCFSA and the FBI to search for similar notes in their robbery note reference collections.

Other case information is not necessary. Unnecessary information may include detailed facts about the case; the severity of the crime; and witness statements. If additional information about the evidence or the individuals involved is needed, the FDU will request the information.

Please note that the lack of a suspect should not deter the submission of a questioned document to the FDU for examination. An indented impression examination can be conducted and images of the questioned writing can be captured prior to being submitted for latent prints and DNA examinations. Furthermore, the handwriting is preserved through images for future use, should a suspect develop.

VII. Electronic Submission of Evidence

The electronic submission of documentary evidence is permitted only for handwriting cases when the following criteria exists:

1. The original questioned document(s) is no longer available, such as the document is a photocopy of a check(s), title(s), or digital signature(s);
2. The questioned writing is executed on a large or non-removable surfaces (wall/door) and only images can be captured of the writing; and
3. The known writing obtained for comparison is also non-original (photocopies).

Documentary evidence cannot be submitted electronically when the questioned or known documents are original and the request for laboratory examination also includes non-handwriting forensic document examinations.

If the documentary evidence meets the above criteria, the electronic submission of evidence is permitted through the department email address esubmission@isp.in.gov or a file sharing site as directed by Laboratory personnel. Prior to electronic submission, contacting the FDU is recommended. Electronic evidence may include digital photographs and scans of questioned and known documents.

All electronic evidence submissions shall be accompanied by a completed Request for Laboratory Examination Form, as described in Section VI of this Physical Evidence Bulletin.

The potential for examination and strength of the handwriting opinion(s) rendered are directly related to digital image quality. Therefore, the following minimum standards must be met for electronic documentary evidence submissions. Any deviations in image quality shall require the approval of the Forensic Document Unit Supervisor or designee.

1. Scans/Images of questioned and known documentary evidence
 - a. Using a flatbed scanner, each scan/image shall be captured at a minimum of 600 pixels per inch (ppi). The file format should be RAW, TIFF, or BMP. JPEG is not recommended.
 - b. Each scan/image shall contain a measuring device (ruler) and be uniquely identified either by markings in the image or by file name.
 - c. If relevant markings/information is on the back of the document, it shall also be scanned at a minimum of 600 ppi, contain a measuring device, and be uniquely identified to the scan/image of the front of the document.
 - d. For known writing, each person's name shall be clearly visible in the scan/image of each page of writing and in the file name.
2. Digital Photographs of writing on large or non-removable surfaces
 - a. Digital photographs shall meet criteria discussed in Section V of this Physical Evidence Bulletin and be uniquely identified by file name.

All electronic items for comparison shall also have their file names associated with the corresponding item number on the Request for Laboratory Examination Form and each item shall be described as electronically submitted. The Request for Laboratory Examination Form shall have separate item numbers for questioned documents (scans or digital photographs) and known writing. For example:

1. Item 1 – Electronically submitted digital scan of questioned check #1234 in the amount of \$50.00 drawn on the account of John Smith. (1 File Name: Item1_check1234_Front)
2. Item 2 – Electronically submitted digital images of the questioned writing written on the bathroom stall door. (15 File Names: Item2_Image1_WritingonWall through Item2_Image15_WritingonWall)
3. Item 3 – Electronically submitted digital scans of the known writing of Jane Doe. (3 File Names: Item3_JaneDoe_Page1Front, Item3_JaneDoe_Page1Reverse, Item3_JaneDoe_Page2Front)

VIII. MULTIPLE DISCIPLINE EXAMINATIONS

It is highly recommended that documentary evidence be submitted to the FDU for examination prior to being examined for latent prints or DNA. Certain evidence may be destroyed if the document is treated for latent prints or examined for biological substances before a document examination is performed. Additionally, evidence technicians, crime scene investigators, and detectives should not process a document for latent prints in any way before submission. High resolution images (1200 ppi) of the front and reverse of each document should be captured with

a flatbed scanner if processing is unavoidable. The document and images on a disc should then be submitted to the laboratory as two items for examination.

IX. OBTAINING KNOWN WRITING

Obtaining a sufficient quantity and quality of known writing (also called handwriting exemplars or standards) from an individual is one of the most important aspects of the investigation process for document cases.

Known writing is considered non-testimonial evidence and can be collected voluntarily or by a court order. The verbiage in the court order regarding the collection of request known writing should be similar to the following: “(Name)... is ordered to execute exemplars of his/her natural handwriting and hand printing in a form and manner as directed by agents for the State of Indiana.” The court order should not specifically state who will be collecting the writing; how much writing will be collected; and in what time frame. This type of information cannot be predetermined. The court order can also request that the individual submit non-request known writing to the investigator. Additional information about court orders can be obtained by contacting the FDU.

The two types of known writing are non-request known writing and request known writing. Non-request known writing is writing an individual produces during the normal course of business and through personal correspondence and is collected during the course of the investigation. Request known writing is collected from an individual, typically, in front of an investigating officer, which includes the ISP Handwriting Exemplar Form (at the end of this bulletin) and supplemental pages of writing. It is highly recommended to collect and submit both types of known writing from each individual in case.

Examples of non-request known writing include: writing from an individual’s place of employment; applications for jobs or dwellings; banking records; letters and cards written to family and friends; diaries or journals; school work; voluntary statements; or Department of Corrections files. This type of writing must be verified as being from the individual and it must be admissible in court. Contact the FDU for additional sources of non-request known writing.

Authorship of all standards submitted in a questioned document case must be verifiable. The investigator will be called to testify in court for this purpose.

A. DIRECTIONS FOR COLLECTING REQUEST KNOWN WRITING

Attached to this bulletin is the six (6) page ISP Handwriting Exemplar Form. This form and supplemental pages of writing should be collected from each individual in a handwriting case. The supplemental pages should focus on replicating the questioned document as closely as possible. The same words, formatting, and writing situation are recommended.

When obtaining request known writing from an individual the guidelines below should be followed:

1. The 6-page ISP Handwriting Exemplar Form should be completed in its entirety.
 - a. The check samples on page 2 and the lines on page 6 shall be completed by dictating the exact wording in question to the writer with instructions to hand print or handwrite (as appears on the questioned documents).

- b. If there are no checks in question, words and numerals from the documents in question should be dictated for writing on the checks on page 2.
2. The ISP Handwriting Exemplar Form should be supplemented with the completion of additional pages of writing that are similar to the type of document in question. The supplemental pages should reproduce the original conditions of the questioned document as nearly as possible, including:
 - a. Verbiage (exact wording) of the writing.
 - b. Style of writing. Handwriting (cursive) exemplars are needed to be compared to cursive writing in question. Hand printed exemplars are needed to be compared to hand printing in question.
 - c. Size and type of paper and writing area constraints, such as lined verses unlined or using a standardized form.
 - d. Type of writing instrument. If the type of writing instrument cannot be determined, a black medium ballpoint pen is preferred.
3. The individual and person conducting the session should initial/sign and date each page of writing. The start and finish time should also be recorded on each page of writing.
4. The exact quantity of supplemental pages of writing varies depending on the nature of the case. However, the following are suggestions:
 - a. For signature cases, at least 15 – 25 repetitions of each questioned signature(s) should be collected on separate sheets of paper.
 - b. For checks or forms, at least 10 repetitions of each questioned check or form should be collected on similar, separate checks/forms.
 - c. For extended writing (letters), at least three (3) repetitions of the extended writing should be collected.
5. Recording the exemplar session on video and taking notes is recommended. Notes should include any conditions or factors that may have affected the writing process and if the individual appeared to be writing naturally or unnaturally.
6. The collection of additional known writing, beyond what is collected in the exemplar session, is highly recommended. This includes non-request known writing and the collection of known writing from all individuals of interest in a case, meaning both the suspect(s) and the victim(s).

B. HELPFUL HINTS FOR THE EXEMPLAR SESSION:

DO:

1. Make the writer comfortable, give breaks, and change writing instruments as needed.
2. Dictate (read aloud) the passage/text in question to the writer.
3. Collect writing that is comparable to the questioned items – for example, if the questioned document is hand printed with numerals, have the writer hand print the text and numerals in question.
4. Collect at least the minimum recommendations of writing, as listed above.
5. It may become necessary to direct the individual to use upper case letters, all hand printing, etc. as the exemplar session progresses.
6. It is highly recommended that writing from both the left and right hand be collected.

DO NOT:

1. Do not use only the ISP Handwriting Exemplar form, the specific text in question needs to be collected on supplemental pages.
2. Do not allow the writer to see the questioned material or pages of writing just completed. Use separate sheets of paper for each sample and immediately collect/remove the sample from view when finished.
3. Do not provide models/demonstrations on how to write letter formations, dictate misspellings, arrangement of dates, abbreviations, etc. If asked, tell the writer to “do your best”.
4. Do not allow a writer to continue with block printing, unnatural writing, or to obliterate writing. Ask them to move on or please write naturally. See recommendations for dealing with disguise below.

X. DISGUISE: DETECTION AND PREVENTION

The presence of unnatural writing as a limitation, in either questioned or known writing, does occur. There are typically four types of unnatural writing encountered: disguise, distortion, simulations, and tracings. Disguised writing is when an individual deliberately alters their writing by attempting to change habits to avoid identification.

It is possible that an individual will attempt to disguise his/her writing during the exemplar session. The following are indicators of disguise:

1. Writes slowly and carefully; illegibly; very large or very small; or with an awkward or inconsistent slant.
2. Holds the writing instrument in an odd manner.
3. Places the paper at an extreme angle.
4. The writer appears to be concentrating on how to write and not what should be written.
5. The act of writing appears labored and contains features such as heavy pressure, blunt beginning/endings of letters, or tremor.

The following are examples of disguised writing:

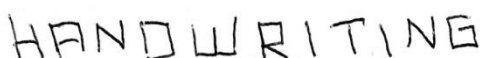
Stick Printing



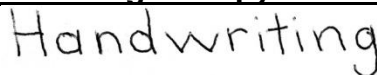
Microprinting



Block Printing



Reverting to Copybook Style of Writing



The following are tips on how to discourage disguise in the exemplar session:

1. Dictate at a pace which does not allow the individual to concentrate on the act of writing.
2. Watch the individual at all times and take notes.

3. Have the individual write with the other hand.
4. Take breaks and remove all writing produced.
5. Have the individual write/sign numerous times (25 or more signatures or multiple pages of extended writing). The longer an individual is writing the less likely they are to maintain the disguise. Obtain samples of writing until it is believed normal writing has been produced, but it may be necessary to return on another day.
6. Change an element of the writing situation, such as having the writer stand and write; write with the paper in his/her lap; change the forms or style of writing the individual is producing.
7. Often times, rearranging the original order of the writing may be helpful. This is also helpful when the content of the writing is emotional for the individual. For example:

The Questioned Writing

STUPID! I WARNED
 YOU NOT TO GO TO
 THE POLICE. THIS
 TIME IT WILL
 COST YOU, BIG!
 YOUR LIFE IS IN
 MY HANDS.

The Dictated Writing

I WARNED YOU NOT TO
 NAME YOUR DOG "STUPID",
 THE POLICE WILL NOT LIKE
 IT. YOUR LIFE IS IN MY
 BIG HANDS, THIS TIME IT
 WILL COST YOU, BIG! DO
 NOT GO TO THE OTHER STUPID
 PLACE, I WARNED YOU!

The other types of unnatural writing that may be encountered are distortion, simulations, and tracings. Distorted writing does not appear to be, but may be natural due to involuntary factors, such as the environment in which the writing was executed or the individual is injured, ill, or under the influence of drugs or alcohol during the execution of the writing. Distorted writing may be encountered in the questioned document or during the exemplar sessions. For example, an individual may start out with a tremor in his/her writing due to being nervous. Please note on the exemplar form any medications or injuries that may affect the individual's handwriting.

Simulated writing is prepared by someone other than the actual individual, without permission. It is executed with some type of knowledge of the other individual's writing habits. A model of the writing may or may not be present during the execution of the simulated writing. The simulator is attempting, often unsuccessfully, to reproduce the writing habits of the other writer while trying not to use their own writing habits.

A tracing is created by one writer actually following the outline of another's writing (the model). A tracing is slowly executed and will appear more like a drawing. It is of probative value for the investigator to look for the model used to produce the tracing.

Additional information on unnatural writing can be obtained by contacting the FDU.

XI. CONTACT INFORMATION

For more information, please contact a member of the Forensic Document Unit at the Indianapolis Regional Laboratory.

Indianapolis Regional Laboratory
 550 West 16th Street, Suite C

Indianapolis, IN 46202

Telephone: 317-921-5300

Toll Free: 866-855-2840

Laboratory hours: 8:00 a.m. to 4:30 p.m. Eastern Time Zone; Monday through Friday

Left Hand <input type="checkbox"/>	Right Hand <input type="checkbox"/>
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INDIANA STATE POLICE FORENSIC DOCUMENT UNIT
Handwriting Exemplar Form

Agency Name and Case Number

Full Name (First, Middle, Last)	Date of Birth (DOB)	Social Security Number (SSN) or Driver's License Number (OLN)
Address City & State	Zip Code	Today's Date

WRITE THE FOLLOWING

Anthony B. Carpenter	Douglass E. Fisher
George H. Ingalls	Jackson K. Lewis
Monty N. O'Rourke	Peter Q. Rumsfeld
Frederick H. Panhorst	Victoria W. Xavier
Becky C. Dudley	Yolanda Z. Albertson
Mr. Clarke Mercer	Harold I. Johnson
Kitty L. Manlove	Ms. Diane K. Tolliver
Quentin R. Stoffer	Thomas U. Vasquez
Louis I. Nunez	Zane E. Bakersfield
Rodney S. Turner	Franklin G. Horvath
Iesha J. Kirkpatrick	William X. Youngblood
Orville P. Queen	Christopher D. Edwards
Xenon Y. Zachary	Ulysses V. Washington
Nancy E. O'Poole	Edward F. Grandmaster
Stephen T. Unger	Albert A. Arrington, III.
Judge J. Johnson, Jr.	Shawn S. Sherman, Sr.
Dr. Donald Dryer	Miss Mary I. McDonald
Tpr. Patricia King	Edwin C. Schroeder

PRINTED NAME OF WRITER	PRINTED NAME OF WITNESS	DATE	
SIGNATURE OF WRITER	SIGNATURE OF WITNESS	BEGINNING TIME:	COMPLETION TIME:

FOR LABORATORY USE ONLY

LABORATORY CASE NUMBER: _____ LABORATORY ITEM NUMBER: _____ EXAMINER: _____

Left Hand <input type="checkbox"/>	Right Hand <input type="checkbox"/>
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INDIANA STATE POLICE FORENSIC DOCUMENT UNIT
Handwriting Exemplar Form

Agency Name and Case Number

PRINT / WRITE THE FOLLOWING

DATE _____

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

FOR _____

DATE _____

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

FOR _____

DATE _____

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

FOR _____

PRINT / WRITE THE FOLLOWING

a / at	any	with	w/ us	by	up	in	down
funky	curved	bigger	quickly	tie dye			
cluck	nagging	together	forever	plucking			
She isn't!	They are?	We must!					
to, two, too	dash - slash /	" quotation marks "					
you, me, he	Question Mark ?	Exclamation Point !					

PRINTED NAME OF WRITER		PRINTED NAME OF WITNESS		DATE	
SIGNATURE OF WRITER		SIGNATURE OF WITNESS		BEGINNING TIME:	COMPLETION TIME:

FOR LABORATORY USE ONLY

LABORATORY CASE NUMBER: _____ LABORATORY ITEM NUMBER: _____ EXAMINER: _____

Left Hand <input type="checkbox"/>	Right Hand <input type="checkbox"/>
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INDIANA STATE POLICE FORENSIC DOCUMENT UNIT
Handwriting Exemplar Form

Agency Name and Case Number

PRINT / WRITE THE FOLLOWING			
ten, 10	twenty, 20	thirty, 30	
forty, 40	fifty, 50	sixty, 60	
seventy, 70	eighty, 80	ninety, 90	
Forty-four, 44	Twenty-two, 22	hundred, 100	
dollars \$	Eighty-eight, 88	Thirty-three, 33	
Weeks, Months	I	Us	Everybody
Owe me!	Our	We	Money now!
Hours Days	Me	She	Love you?
County	His	Their	City, State
shot gun	Your	He	road killed
dye pack	Them	You	Look down!
Bomb boom	Can't	Don't	Blow up
Pill bottles	Won't	Stop	\$ # % \$ # %
stupid	Do	Hours	smart

PRINT OR WRITE THE FOLLOWING WITH EACH HAND; CIRCLE THE APPROPRIATE HAND	
"This is a sample of my handwriting, written with my RIGHT hand. I normally write with my (RIGHT) / (LEFT) hand."	
"This is a sample of my handwriting, written with my LEFT hand. I normally write with my (RIGHT) / (LEFT) hand."	

PRINTED NAME OF WRITER	PRINTED NAME OF WITNESS	DATE	
SIGNATURE OF WRITER	SIGNATURE OF WITNESS	BEGINNING TIME:	COMPLETION TIME:

FOR LABORATORY USE ONLY

LABORATORY CASE NUMBER: _____ LABORATORY ITEM NUMBER: _____ EXAMINER: _____

Left Hand <input type="checkbox"/>	Right Hand <input type="checkbox"/>
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INDIANA STATE POLICE FORENSIC DOCUMENT UNIT
Handwriting Exemplar Form

Agency Name and Case Number

Our London business (%\$) is good, but Vienna and Berlin are quiet. Mr. J.K. Lloyd has gone to Switzerland! I hope for good news?! He will be wiggy on java for a week at 1496 Zermott St. then going to Turin + Rome to quickly join Col. Nick I. Parry and arrives @ Athens, Greece, Nov. 27th/Dec. 2nd. Letters from you shouldn't be addressed: King James Blvd. #3580. We expect jokey C. E. Fuller Tuesday. Dr. Izzy McQuaid & foxy Rob Unger, Esq., left on the "X.Y." Express tonight.

HAND PRINT THE PARAGRAPH – Continue on the reverse, if necessary

WRITE THE PARAGRAPH – Continue on the reverse, if necessary

PRINTED NAME OF WRITER	PRINTED NAME OF WITNESS	DATE	
SIGNATURE OF WRITER	SIGNATURE OF WITNESS	BEGINNING TIME:	COMPLETION TIME:

FOR LABORATORY USE ONLY

LABORATORY CASE NUMBER: _____ LABORATORY ITEM NUMBER: _____ EXAMINER: _____

